

# California Housing Finance Agency

## Job Opportunity

### Housing Finance Assistant (General)

Salary Range	\$3418-4155
Final File Date	Open until filled
Division	Asset Management Division, Section 8 & Occupancy Section <i>Note this Division &amp; Section on the front of your application.</i>
Specific Location	We will consider filling this vacancy in either Sacramento or Culver City.
<b>Tenure &amp; Timebase</b>	Permanent & Full-time
Number of Positions	One
Travel	Statewide travel approximately 1-3 nights per month.
Questions?	Carol LiVecchi 916-327-5172 or <a href="mailto:clivecchi@calhfa.ca.gov">clivecchi@calhfa.ca.gov</a>
Who Should Apply	Applicants should be on a current eligible list for appointment to this classification, or be State employees who are currently in the classification being advertised, or be eligible for lateral transfer to this classification, or former State employees with reinstatement rights to this classification. Applications will be screened and only those that best meet the requirements of the job will be considered.
How to Apply	Submit a standard State application form (resume may be attached) to: Carol LiVecchi California Housing Finance Agency P.O. Box 4034 Sacramento, CA 95812-4034 <i>Note on the front of your application that you're applying for the position in the Asset Management Division, Section 8 &amp; Occupancy Section.</i>
Duties	<p>Under the supervision of the Asset Management Officer, incumbent performs technical/analytical work of average difficulty and is responsible for the property management functions related to tenant subsidy for Section 8 assisted projects financed by the California Housing Finance Agency. These responsibilities include the following:</p> <p>50% Reviews, reconcile and approves monthly HAP vouchers via TRACS (Tenant Rental Assistance Certification System) for housing assistance payments submitted by the owner or management agent. Corresponds and assists management agents and/or resident managers on various MAT (Monthly Activity Transmission) errors. Reviews and approves Special Claims, Vacancy Loss and HAP adjustments.</p> <p>20% Conducts ongoing annual on-site management reviews which consist of traveling to in-state properties to audit Section 8 tenant files, calculate computations of HAP payments, and reviewing management agent's policies and procedures, review verification documents for completeness and accuracy in accordance to HUD 4350.3 Handbook. Compiles, creates and distribute audit findings reports to projects, management agents and owners, and follows up to ensure that corrective actions and HAP adjustments are made when deficiencies have been identified. To work towards resolution, keeps Tenant Compliance Specialist and Asset Management Officer informed of problems and/or potential problems encountered.</p> <p>15% Provides technical assistance to management agents and/or resident managers. Responds to inquiries from management agents, resident managers, and tenants regarding various occupancy issues; refers</p>

*Equal Opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.*

*It is the objective of the State of California to achieve a drug-free state workplace. Any applicant*

<p><i>for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.</i></p>	<p>ongoing or potential problems to the Tenant Compliance Specialist and Asset Management Officers and keeps them apprised of the status of their respective projects.</p> <p>10% Prepares and processes HUD quarterly requisitions and annual budgets.</p> <p>5% Prepares correspondence, various reports and performs other duties related to property management on initiative or request.</p>
<p>2/18/05</p>	